

501 PR344: Reconciling a WebIMS Purchase Order**Reconciling a WebIMS Purchase Order Overview**

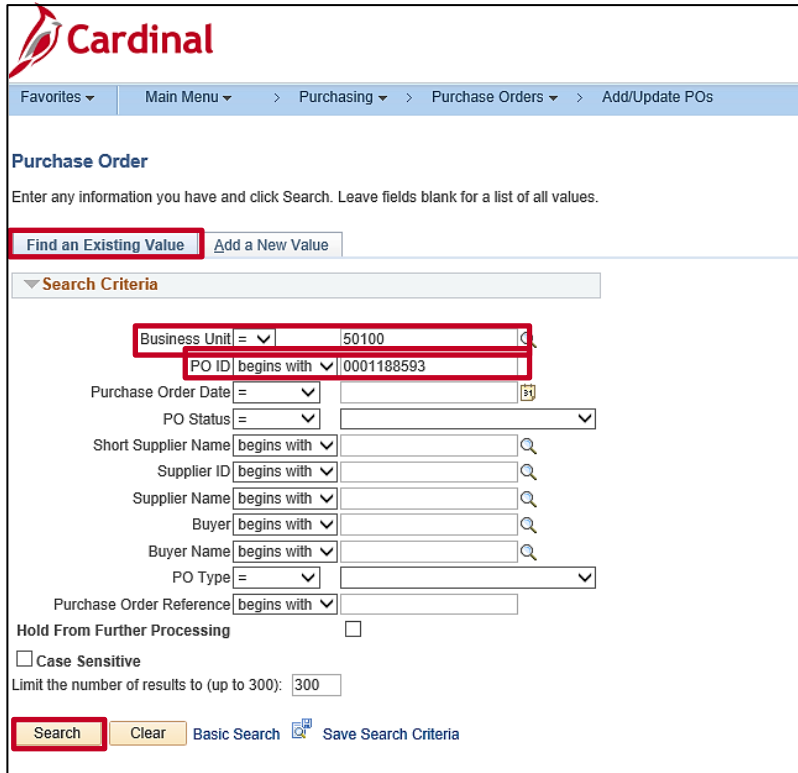
In accordance with state-wide procurement standards, Cardinal Purchase Orders (POs) are sent across to eVA for both supplier record and agency reporting. VDOT business rules established that all POs will go across to eVA once they are **Dispatched** (every 4 hours), except those POs for aggregates, roadsalt and asphalt. Those aggregate type POs will transmit to eVA only when the PO is fully Received.

Therefore, if the WebIMS PO is an aggregate type, ensure that it is fully received in order to reconcile.

For more information on how to create, maintain, modify (change orders), reconcile/close, and review POs please refer to the course entitled **PR344: Processing Purchase Orders**, located on the Cardinal website in **Course Materials** under **Training**.

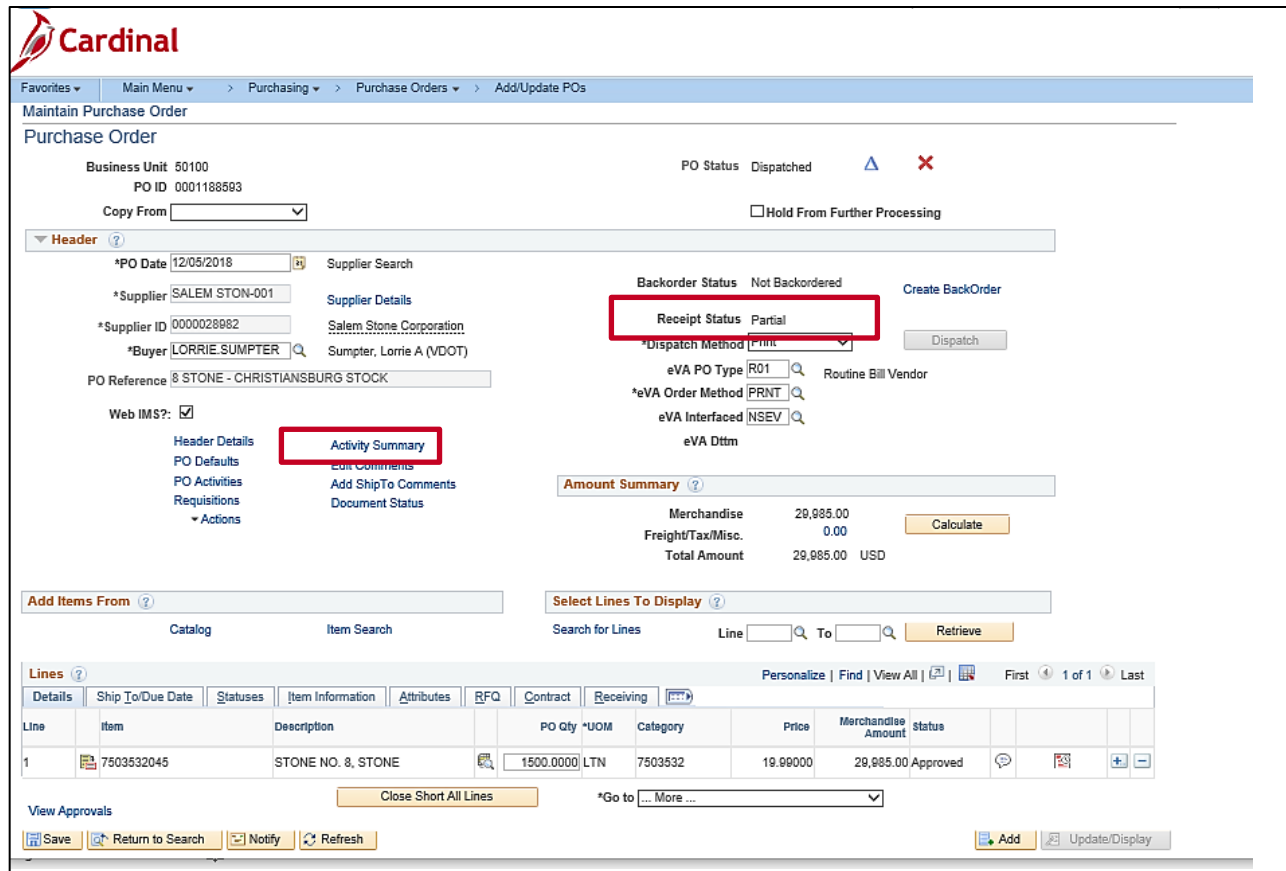
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501 PR344: Reconciling a WebIMS Purchase Order**Reconcile a WebIMS Purchase Order**

1. Navigate to the **Purchase Order** page using the following path:
Main Menu > Purchasing > Purchase Orders > Add/Update POs
2. Click the **Finding an Existing Value** tab.
3. In the **Business Unit** field, enter **50100**.
4. In the **PO ID** field, enter the PO ID.
5. Click the **Search** button.

501 PR344: Reconciling a WebIMS Purchase Order



Cardinal

Favorites ▾ Main Menu ▾ > Purchasing ▾ > Purchase Orders ▾ > Add/Update POs

Maintain Purchase Order

Purchase Order

Business Unit 50100 PO ID 0001188593 PO Status Dispatched ▲ ✖

Copy From ☐ Hold From Further Processing

Header ?

*PO Date 12/05/2018 Ⓜ Supplier Search

*Supplier SALEM STON-001 Ⓜ Supplier Details

*Supplier ID 0000028982 Ⓜ Salem Stone Corporation

*Buyer LORRIE SUMPTER Ⓜ Sumpter, Lorrie A (VDOT)

PO Reference 8 STONE - CHRISTIANBURG STOCK

Web IMS?: ☒

Header Details Ⓜ **Activity Summary** Ⓜ Edit Comments Ⓜ Add ShipTo Comments Ⓜ Document Status

Backorder Status Not Backordered Ⓜ Create BackOrder

Receipt Status Partial Ⓜ

*Dispatch Method Print Ⓜ Dispatch

eVA PO Type R01 Ⓜ Routine Bill Vendor

*eVA Order Method PRNT Ⓜ

eVA Interfaced NSEV Ⓜ

eVA Dttm

Amount Summary ?

| | | |
|---------------------|------------------|------------|
| Merchandise | 29,985.00 | |
| Freight/Tax/Misc. | 0.00 | |
| Total Amount | 29,985.00 | USD |

Calculate

Add Items From ?

Catalog Item Search

Select Lines To Display ?

Search for Lines Line To Retrieve

Lines ?

Personalize | Find | View All | Ⓜ Ⓜ Ⓜ First 1 of 1 Last

| Line | Item | Description | PO Qty | *UOM | Category | Price | Merchandise Amount | Status | | | |
|------|------------|--------------------|-----------|------|----------|----------|--------------------|----------|--|--|--|
| 1 | 7503532045 | STONE NO. 8, STONE | 1500.0000 | LTN | 7503532 | 19.99000 | 29,985.00 | Approved | | | |

Close Short All Lines *Go to ... More ...

View Approvals

Ⓜ Save Ⓜ Return to Search Ⓜ Notify Ⓜ Refresh Ⓜ Add Ⓜ Update/Display

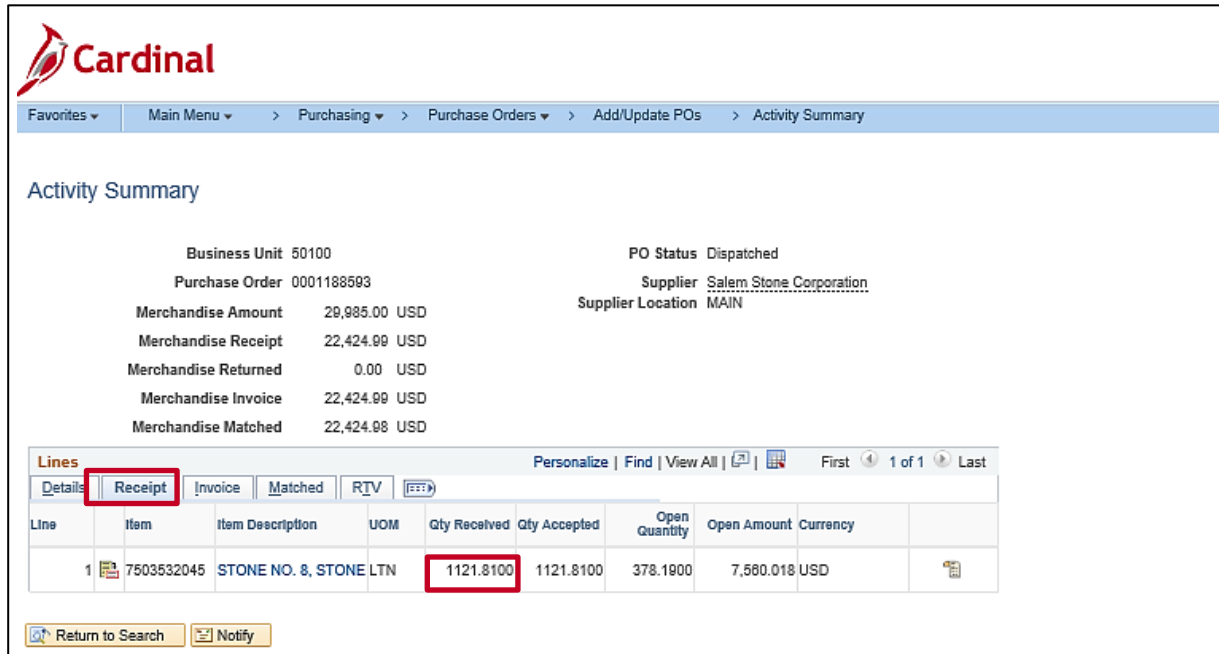
6. The **Maintain Purchase Order – Purchase Order** page displays.

7. Click the **Activity Summary** link.

8. The **Activity Summary** page displays.

NOTE: If the **Receipt Status** displays as **Received**, the reconciliation task is complete, and no additional action is required. Once the reconciliation is complete, the **Receipt Status** will automatically be updated to **Complete** (approximately 60 days).

501 PR344: Reconciling a WebIMS Purchase Order



Cardinal

Favorites ▾ Main Menu ▾ > Purchasing ▾ > Purchase Orders ▾ > Add/Update POs > Activity Summary

Activity Summary

Business Unit 50100 PO Status Dispatched
Purchase Order 0001188593 Supplier Salem Stone Corporation
Supplier Location MAIN

Merchandise Amount 29,985.00 USD
Merchandise Receipt 22,424.99 USD
Merchandise Returned 0.00 USD
Merchandise Invoice 22,424.99 USD
Merchandise Matched 22,424.98 USD

Lines Personalize | Find | View All | First 1 of 1 Last

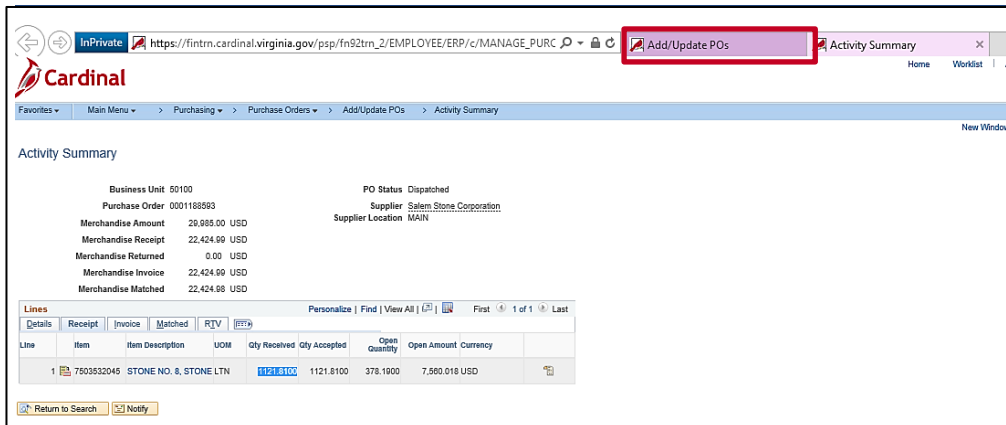
Details Receipt Invoice Matched RTV RTV

| Line | Item | Item Description | UOM | Qty Received | Qty Accepted | Open Quantity | Open Amount | Currency |
|------|------------|------------------------|-----|--------------|--------------|---------------|-------------|----------|
| 1 | 7503532045 | STONE NO. 8, STONE LTN | | 1121.8100 | 1121.8100 | 378.1900 | 7,560.018 | USD |

Return to Search Notify

9. Click the **Receipt** tab.

10. Copy the **QTY Received** quantity.



https://fintm.cardinal.virginia.gov/psp/fm92trn_2/EMPLOYEE/ERP/c/MANAGE_PURC... Add/Update POs Activity Summary

Cardinal

Favorites ▾ Main Menu ▾ > Purchasing ▾ > Purchase Orders ▾ > Add/Update POs > Activity Summary

Activity Summary

Business Unit 50100 PO Status Dispatched
Purchase Order 0001188593 Supplier Salem Stone Corporation
Supplier Location MAIN

Merchandise Amount 29,985.00 USD
Merchandise Receipt 22,424.99 USD
Merchandise Returned 0.00 USD
Merchandise Invoice 22,424.99 USD
Merchandise Matched 22,424.98 USD

Lines Personalize | Find | View All | First 1 of 1 Last

Details Receipt Invoice Matched RTV RTV

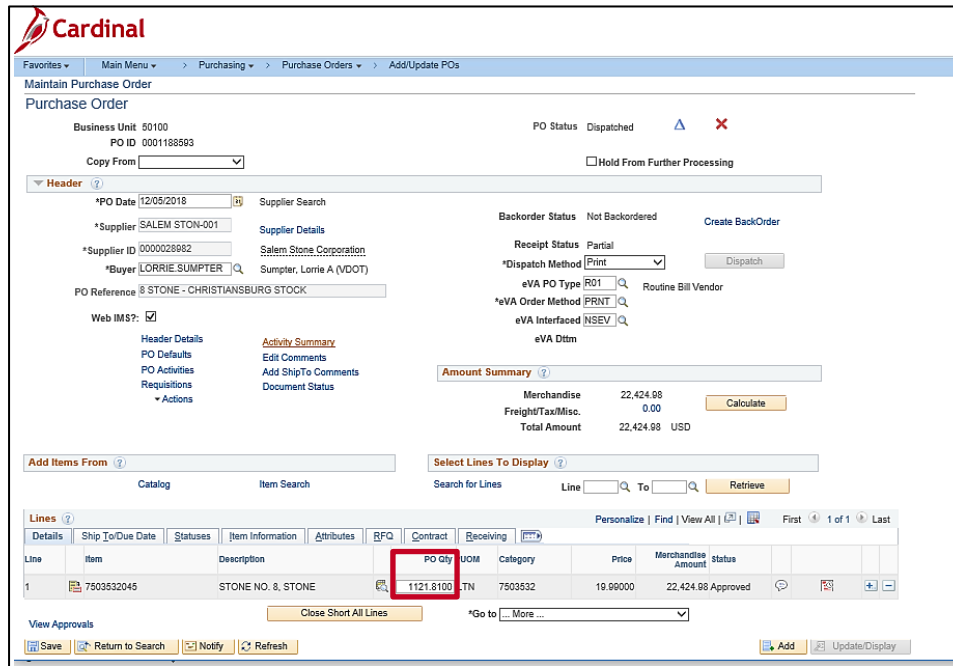
| Line | Item | Item Description | UOM | Qty Received | Qty Accepted | Open Quantity | Open Amount | Currency |
|------|------------|------------------------|-----|--------------|--------------|---------------|-------------|----------|
| 1 | 7503532045 | STONE NO. 8, STONE LTN | | 1121.8100 | 1121.8100 | 378.1900 | 7,560.018 | USD |

Return to Search Notify

11. Click the **Add/Update POs** tab.

NOTE: Toggle back to the **Maintain Purchase Order** page by clicking the **Add/Update POs** tab at the top of the browser window.

501 PR344: Reconciling a WebIMS Purchase Order



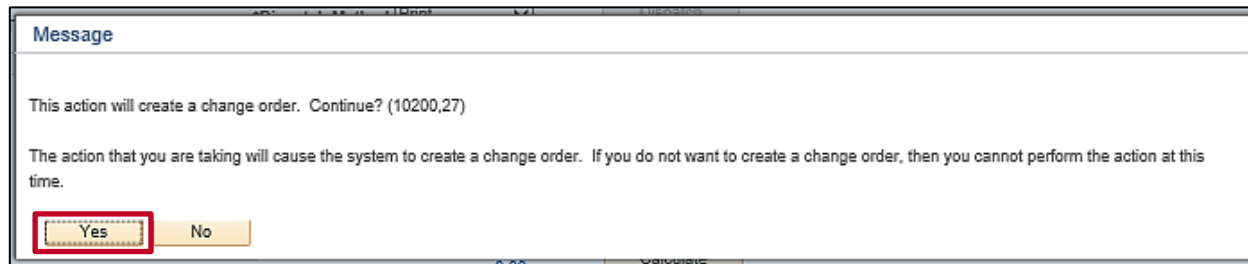
12. The **Maintain Purchase Order** page displays.

13. Paste the amount copied from the **Qty Received** field into the **PO Qty** field.

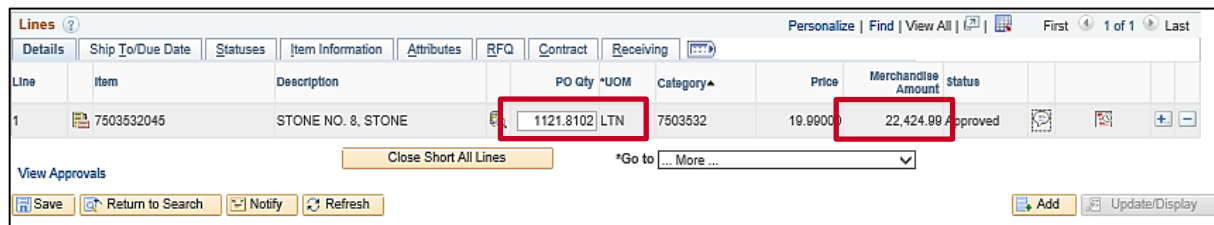
NOTE: The **Merchandise** amount adjusts to the difference between the **QTY Received** and the **PO Qty**.

14. Tab out or click anywhere on the page.

15. The following message displays.



16. Click the **YES** button.



17. Enter the needed amount in the **PO Qty** field. (Example .xxx2)

18. Tab or click off the page.

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Message

Cannot reduce PO amount below vouchered amount (22424.99) on line 1, sched 1. (10200,426)
Cannot reduce PO schedule amount below vouchered amount.

OK

19. Click the **OK** button. A message box displays indicating that the PO schedule amount cannot be reduced below the vouchered amount.

Purchase Order

Business Unit: 60100 PO ID: 0001188593
Copy From: [] Hold From Further Processing: []

Header

*PO Date: 12/05/2018 Supplier Search
*Supplier: SALEM STON-001 Supplier Details
*Supplier ID: 0000028982 Salem Stone Corporation
*Buyer: LORRIE SUMPTER Buyer, Lorie A (VDOT)
PO Reference: 8 STONE - CHRISTIANBURG STOCK

Web IM?: [X]

Header Details
PO Defaults
PO Activities
Regulations
Actions

Activity Summary
Edit Comments
Add Ship To Comments
Document Status

Backorder Status: Not Backordered Create BackOrder
Receipt Status: Partial
*Dispatch Method: Print Dispatch
eVA PO Type: R01 Routine Bill Vendor
*eVA Order Method: PRINT
eVA Interfaced: NSEV
eVA Dtm:

Amount Summary

| | | |
|-------------------|---------------|-----------|
| Merchandise | 22,424.99 | |
| Freight/Tax/Misc. | 0.00 | Calculate |
| Total Amount | 22,424.99 USD | |

Add Items From: Catalog Item Search

Select Lines To Display

Search for Lines Line [] Q To [] Q Retrieve

Lines

Personalize | Find | View All | First 1 of 1 Last

| Line | Item | Description | PO Qty | UOM | Category | Price | Merchandise Amount | Status | | | |
|------|------------|--------------------|-----------|-----|----------|----------|--------------------|----------|--|--|--|
| 1 | 7503532045 | STONE NO. 8, STONE | 1121.8102 | LTN | 7503532 | 19.99000 | 22,424.99 | Approved | | | |

View Approvals Close Short All Lines *Go to ... More ...

Save Return to Search Notify Refresh Add Update/Display

20. Click the **Save** button.
21. The following message displays.

Message

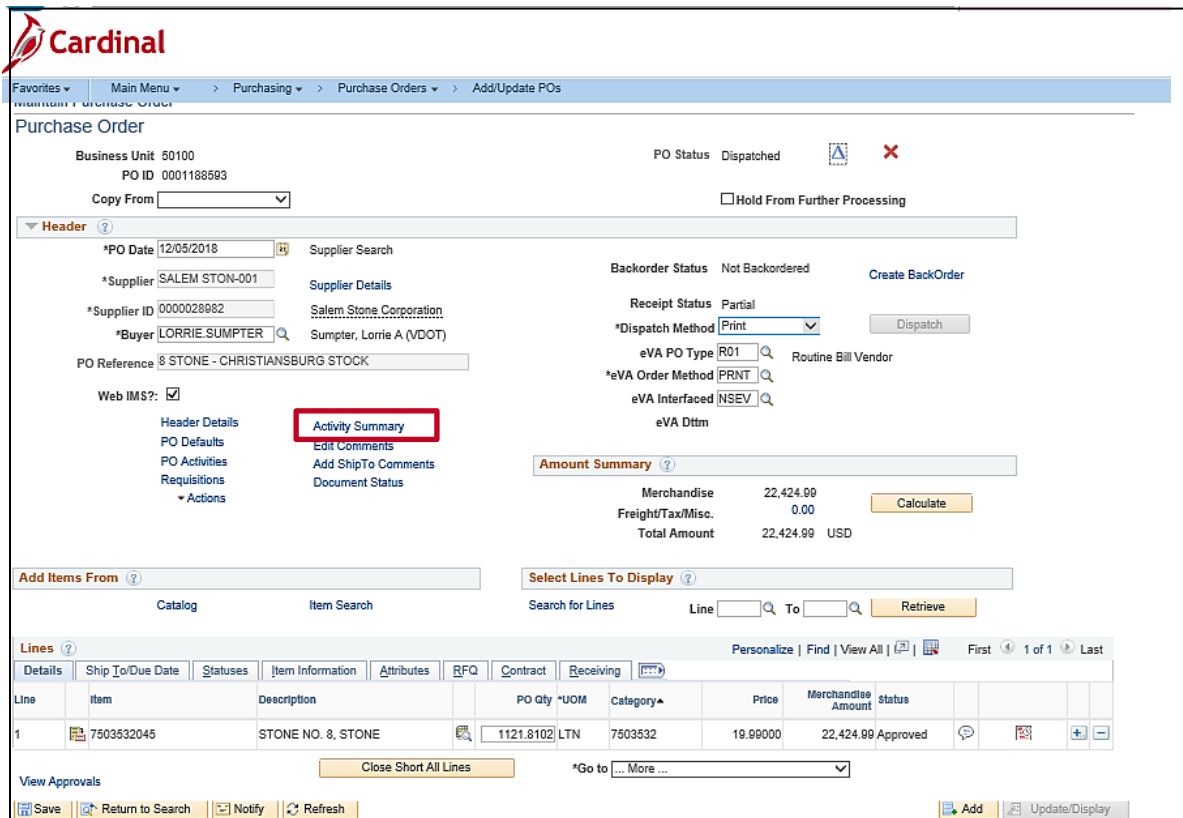
Increase requisition open quantity for Req 0002249142 line 1 schedule 1 by 378.1898 LTN?
(10200,367)

When a distribution sources requisitions, you can have the system increase the open quantity by the decreased purchase order distribution quantity.

☒ Yes ☐ No

22. Click the **Yes** button.

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Cardinal

Favorites ▾ Main Menu ▾ > Purchasing ▾ > Purchase Orders ▾ > Add/Update POs


Maintain Purchase Order


Purchase Order


Business Unit 50100 PO Status Dispatched  


PO ID 0001188593


Copy From ☐ Hold From Further Processing

Header 

*PO Date 12/05/2018  Supplier Search


*Supplier SALEM STON-001  Supplier Details

*Supplier ID 0000028982  Salem Stone Corporation

*Buyer LORRIE SUMPTER  Sumpter, Lorrie A (VDOT)


PO Reference 8 STONE - CHRISTIANBURG STOCK


Web IMS?: ☒


Header Details **Activity Summary** 
 PO Defaults
 PO Activities
 Requisitions
 Actions


Backorder Status Not Backordered [Create BackOrder](#)

Receipt Status Partial


*Dispatch Method  Dispatch

eVA PO Type  Routine Bill Vendor

*eVA Order Method 

eVA Interfaced 


eVA Dttm

Amount Summary 


Merchandise 22,424.99




Freight/Tax/Misc. 0.00 [Calculate](#)





Total Amount 22,424.99 USD

Add Items From 

Catalog Item Search

Select Lines To Display  Search for Lines Line To [Retrieve](#)

Lines  Personalize | Find | View All |   First 1 of 1 Last

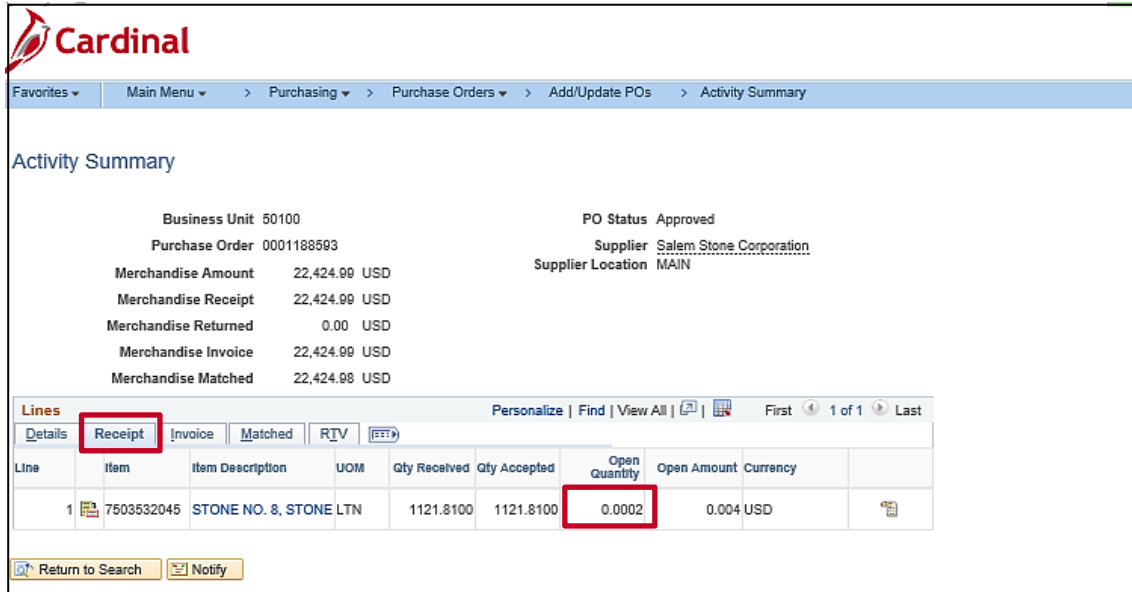
| Line | Item | Description | PO Qty | *UOM | Category | Price | Merchandise Amount | Status | | | |
|------|------------|--------------------|-----------|------|----------|----------|--------------------|----------|---|---|---|
| 1 | 7503532045 | STONE NO. 8, STONE | 1121.8102 | LTN | 7503532 | 19.99000 | 22,424.99 | Approved |  |  |   |

View Approvals [Close Short All Lines](#) *Go to ... More ...

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

23. Click the **Activity Summary** link.

501 PR344: Reconciling a WebIMS Purchase Order




Cardinal


Favorites ▾ Main Menu ▾ > Purchasing ▾ > Purchase Orders ▾ > Add/Update POs > Activity Summary



Activity Summary



Business Unit 50100 PO Status Approved
 Purchase Order 0001188593 Supplier Salem Stone Corporation
 Supplier Location MAIN

Merchandise Amount 22,424.99 USD
 Merchandise Receipt 22,424.99 USD
 Merchandise Returned 0.00 USD
 Merchandise Invoice 22,424.99 USD
 Merchandise Matched 22,424.98 USD

Lines Personalize | Find | View All |  First 1 of 1 Last

Details **Receipt** Invoice Matched RTV 

| Line | Item | Item Description | UOM | Qty Received | Qty Accepted | Open Quantity | Open Amount | Currency | |
|------|--|------------------------|-----|--------------|--------------|---------------|-------------|----------|---|
| 1 |  7503532045 | STONE NO. 8, STONE LTN | LTN | 1121.8100 | 1121.8100 | 0.0002 | 0.004 | USD |  |

 Return to Search  Notify

24. Click the **Receipt** Tab.

25. The difference in the quantity displays in the **Open Quantity** field.

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Maintain Purchase Order | New Window | Help |

Purchase Order

Business Unit 50100 PO ID 0001188593 PO Status Dispatched

Change Order 1 Current Change Reason

Copy From Hold From Further Processing

Header

*PO Date 12/05/2018 Supplier Search

*Supplier SALEM STON-001 Supplier Details

*Supplier ID 0000028992 Salem Stone Corporation

*Buyer LORRIE SUMPTER Sumpter, Lorie A (VDOT)

PO Reference 8 STONE - CHRISTIANBURG STOCK

Web IMS? ☒

Header Details PO Defaults Edit Comments PO Activities Add ShipTo Comments Requisitions Document Status

Backorder Status Not Backordered Create BackOrder

Receipt Status **Received**

*Dispatch Method Print Dispatch

eVA PO Type R01 Routine Bill Vendor

*eVA Order Method PRNT

eVA Interfaced NSEV

eVA Dttm

Amount Summary

| | | |
|---------------------|---------------|-----------|
| Merchandise | 22,424.99 | Calculate |
| Freight/Tax/Misc. | 0.00 | |
| Total Amount | 22,424.99 USD | |

Add Items From Catalog Item Search

Select Lines To Display

Search for Lines Line To Retrieve

Lines

Personalize | Find | View All | 1 of 1 | First | Last

| Line | Item | Description | PO Qty | *UOM | Category | Price | Merchandise Amount | Status |
|------|------------|--------------------|-----------|------|----------|----------|--------------------|----------|
| 1 | 7503532045 | STONE NO. 0, STONE | 1121.8102 | LTN | 7503532 | 19.99000 | 22,424.99 | Approved |

Close Short All Lines *Go to More

NOTE: As indicated in IMS procedures, open quantities are not Received in Cardinal. Please submit a help desk ticket to VCCC@vita.virginia.gov and include "Cardinal PR Helpdesk" in the subject line (or it may not get routed to the correct team). Once received the Cardinal PPS Team will update the **Received Status** from Partial to Received to initiate the PO transmittal to eVA.